

Human Resources Policy and Procedure Manual

Contents

1. Human Resources Policy and Procedure Manual	
2. Welcome	
3. Our Company History	
4. Our Organisation Chart	
5. What We Do	
6. Our Clients	
7. Our mission, vision and values	
8. Your employment	
9. Business Environment	
10. Code of Conduct Policy	
11. Dress Code Policy	
12. IT, Internet, Email and Social Media Policies	
13. Recruitment	
14. Induction	
15. Training and Development	
16. Probation	
17. Work/Occupational Health and Safety	
18. Anti-Discrimination and Equal Employment Opportunity (AD&EEO) including Bullying & Harassment	
19. Pregnancy at Work	
20. Flexible Working Arrangements	
21. Global Disasters, Pandemics, Leave:	
22. Leave	
23. Performance Management	
24. Performance improvement	
25. Grievance complaints	
26. Conflict of Interest	
27. Intellectual Property and Security	
28. Environmental Best Practice	
29. Whistleblower Policy	
30. Policies and Procedures Declaration.....	